Registration for the "Virtual" Server Training (new for 2021!)

Requirements for the Virtual Server Training:
- Desktop computer or laptop
- Internet access
- Email address

If you do not have the above requirements, please go to **AlohaQ** to schedule the "In-Person" Server Training.

Instructions:
1. Go to our web page (http://www.honolulu.gov/liq).
2. Click on the "Event Calendar" tab.
3. Click on the date you want to attend. Virtual Server Training is offered at 10:00 a.m. every Monday, Wednesday, and Friday (excluding all City holidays).

4. Once you select a date, the Event Details will appear.

5. Review the information, then click on the ZOOM Link.
   (*Each virtual server training class has a unique link.*)

To attend the virtual server training class:

Requirements:
. **Computer or laptop with internet access**
. **Personal email address**

Additional Documents:
. **Server Training Handout**

Sample Zoom Link

Registration Instructions:
1. **Click on the Zoom Link to register:**
   https://zoom.us/meeting/register/tJcodOmgrDovHNFm7yYTVt8e-jVxy8EjglPw
   NOTE: Registration closes at 8 a.m. the day of the scheduled virtual training class.
2. **Once approved, you will receive a confirmation email from *LIQ WebHost* with a link to join the class.**

6. Fill out the ZOOM Registration Form.

   IMPORTANT: The first and last name on your ZOOM Registration Form must match your valid government ID to receive credit for your participation.

Meeting Registration

Topic	**Virtual Server Training - 02-01-2021**
Description	Virtual Server Training for Managers and Bartenders. Online Test to follow at the conclusion of the training class.
Time	Feb 1, 2021 10:00 AM in Hawaii

First Name*

Last Name*

Email Address*

Confirm Email Address*

Address*

City*

Zip/Postal Code*

State/Province*
Choose One...

Phone*

Organization

Last 4 digits of Social Security Number*

Position*
Choose One...

* Required information

[**Register**]

7. Use the guide below to enter the proper data in the Registration Form.

Registration Field	What to enter
First name	IMPORTANT: Enter your "First Name" as displayed on your government ID
Last name	IMPORTANT: Enter your "Last Name" as displayed on your government ID
Email address	IMPORTANT: Enter your email address. (Your registration confirmation, class updates, and test scores are sent to this email address.)
Confirm Email Address	Enter your email address again.
Address	Enter your resident address. (Must be a physical Hawaii address. Do not use a P.O. Box address.)
State/province	Enter the State
Zip/postal code	Enter the Zip Code
Phone number	Enter your phone number (with area code)
Organization	Name of liquor licensed premises. (To get a (If observing class, type in "Observer".
Last 4 digits of Social Security Number	Enter last 4 digits of your Social Security Number. (Verification purposes.)
Position	Select one: Manager – Blue Card Manager (Retail Store) - Purple Card Bartender Observer

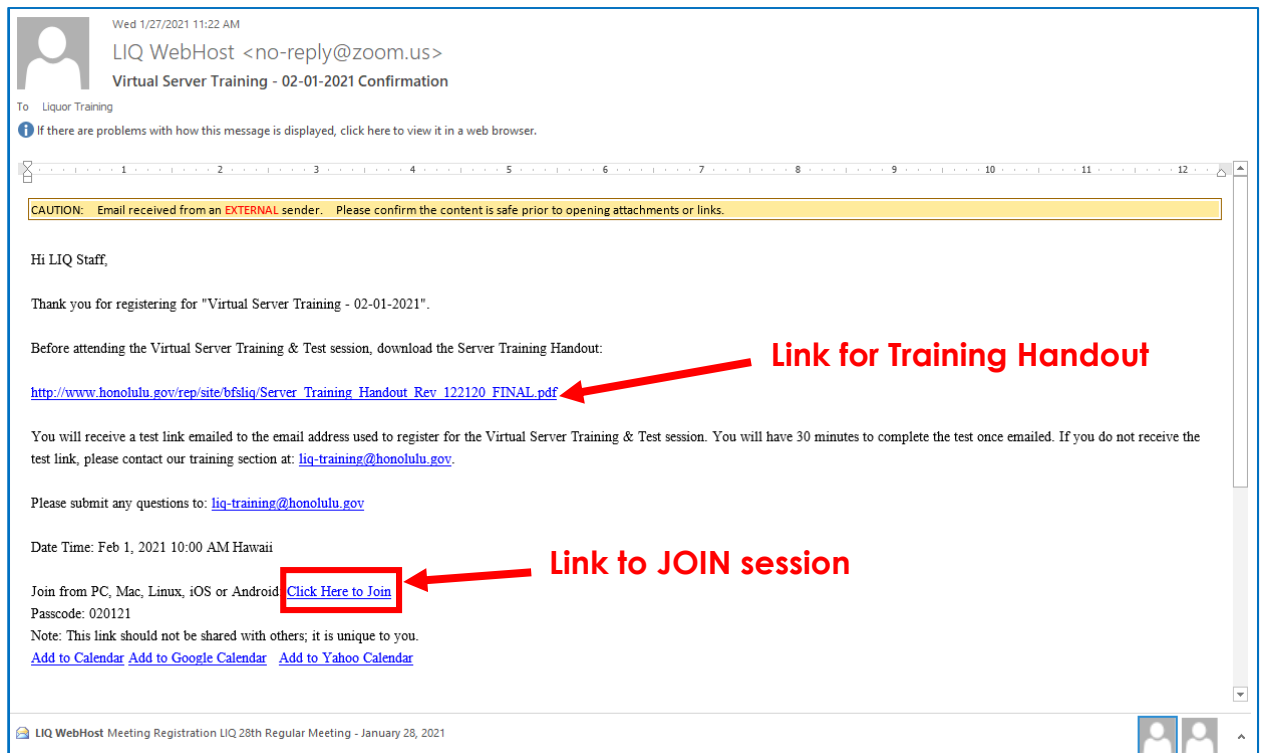8. Once you complete the Registration Form, click the "Register" button at the bottom right of your screen.
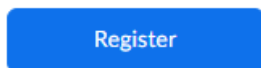
Register

9. Shortly after registering, you will receive an email confirmation from "LIQ WebHost" containing a unique link.

Download the Server Training Handout prior to the start of the session.

On the day of your scheduled training, click this link to access the Virtual Server Training.

Wed 1/27/2021 11:22 AM
LIQ WebHost <no-reply@zoom.us>
Virtual Server Training - 02-01-2021 Confirmation
To   Liquor Training
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Hi LIQ Staff,

Thank you for registering for "Virtual Server Training - 02-01-2021".

Before attending the Virtual Server Training & Test session, download the Server Training Handout:

http://www.honolulu.gov/rep/site/bfsliq/Server_Training_Handout_Rev_122120_FINAL.pdf

Link for Training Handout

You will receive a test link emailed to the email address used to register for the Virtual Server Training & Test session. You will have 30 minutes to complete the test once emailed. If you do not receive the test link, please contact our training section at: liq-training@honolulu.gov.

Please submit any questions to: liq-training@honolulu.gov

Date Time: Feb 1, 2021 10:00 AM Hawaii

Link to JOIN session

Join from PC, Mac, Linux, iOS or Android: Click Here to Join
Passcode: 020121
Note: This link should not be shared with others; it is unique to you.
Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

LIQ WebHost Meeting Registration LIQ 28th Regular Meeting - January 28, 2021

10. If you forgot to download the Server Training Handout you can find it on our Training and Education webpage:
http://www.honolulu.gov/liq/trainingeducation.html

11. Questions? Please email our Trainers at: liq-training@honolulu.gov.